

Minutes
Winchester Department of Social Services
Advisory Board Meeting
Thursday, January 22, 2015

Members Present: Eden Freeman, Marie Imoh, Rex Marshall; Les Taylor, Nathaniel Prezzy, Karen Shipp, Kathy Tagnesi, Patrick Wingfield

Members Absent: Betty Curtis, Tricia Stiles

Staff/Guests: Amber Dopkowski (WDSS Director), Georjean Coco (WDSS Asst. Director), Vicki Whitmore (WDSS Benefits Supervisor), Sarah Wingfield (WDSS Family Service Supervisor), Nancy Valentine (WDSS Finance Supervisor), Connie Greer (WDSS Fiscal Assistant)

RECAP OF BOARD VOTES:

Motions:

Motion to Adopt Minutes of November 20, 2014 Advisory Board Meeting

Motion to recognize all Community Partner Award Nominees for 2015

Motion to recognize one Community Partner Award Nominee only for 2015

Motion to have Social Services staff identify criteria for Community Partner Award winners

Motion to adjourn Advisory Board Meeting

Action:

1st: Kathy Tagnesi

2nd: Karen Shipp

1st Kathy Tagnesi

2nd Les Taylor

1st Karen Shipp

2nd: Rex Marshall

1st: Nathaniel Prezzy

2nd: Kathy Tagnesi

1st: Kathy Tagnesi

2nd: Eden Freeman

Status:

Approved

Unanimously

Approved 5

to 3

Withdrawn

Approved

Unanimously

Approved

Unanimously

Item	Discussion	Action
Call to Order/Approval of Minutes	<ul style="list-style-type: none"> The meeting was called to order at 4:02 pm by Nathaniel Prezzy, Chair 	<ul style="list-style-type: none"> Ms. Tagnesi motioned to approve the November 20, 2014 Meeting Minutes; Ms. Shipp seconded the motion. The motion was approved unanimously.
Announcements		<ul style="list-style-type: none"> Social Services Department will be hosting the Citizen's Insight Academy on March 19; Board members are encouraged to attend the presentation. Captain Doug Watson provided "Active Shooter Training" to the Social Services department on January 22. Annual Advisory Board training is being scheduled for March 2015 Advisory Board Meeting.
Staff Report	<ul style="list-style-type: none"> Management Team Report <ul style="list-style-type: none"> Family Services Team Child Protective Services Team 	<ul style="list-style-type: none"> Ms. Lineberg was not present, as she was attending a Permanency Roundtable Training in Richmond. No report Ms. Wingfield was attending to an

Minutes
Winchester Department of Social Services
Advisory Board Meeting
Thursday, January 22, 2015

Item	Discussion	Action
	<ul style="list-style-type: none"> ○ Benefits Team ○ Self-Sufficiency Team ○ Administrative/Finance Services • Social Services Staffing Report • Social Services Special Accounts <ul style="list-style-type: none"> ○ Food Pantry ○ Heater Fund ○ McCrory Fund 	<p><i>emergent issue. No report.</i></p> <ul style="list-style-type: none"> • <i>Ms. Whitmore reported that the Benefits Team is still looking for a part-time human services assistant. The Team is getting caught up with the backlog of Medicaid reviews, receiving overtime from the Commonwealth. The backlog has been drastically reduced. Received approximately 232 new applications in December. Improvements continue in VACMS.</i> • <i>Ms. Coco reported that the Self-Sufficiency Team case load is approximately 44 active VIEW cases; 60 approved childcare cases. An additional \$33,000 has been allocated for childcare assistance.</i> • <i>Ms. Valentine reported that the part-time office assistant will start the following Monday. There were 848 Walk-Ins and 307 drop-offs since September. The Admin team continues to assist the Benefits Team by pulling applications from the portal. Also, a volunteer Navigator assists clients in the lobby with common questions. Work continues behind the scenes with file room clean ups. The admin team is also participating in VACMS training.</i> • <i>The Family Services Specialist I will start next week, a candidate has been selected for a part-time Human Services Assistant, and the part-time Office Associate also starts next week.</i> • <i>Current Balance \$42.25</i> • <i>Current Balance \$49.94; 25 heaters available</i> • <i>Current Balance \$198,271.48</i>
Committee	<ul style="list-style-type: none"> • PR Committee Report 	<ul style="list-style-type: none"> • <i>February is Benefit Program</i>

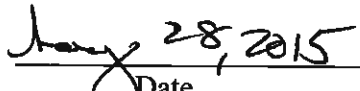
Minutes
Winchester Department of Social Services
Advisory Board Meeting
Thursday, January 22, 2015

Item	Discussion	Action
Reports		<i>Specialist Appreciation Month; March is Social Worker Appreciation Month; April is Child Abuse and Neglect Awareness Month; May is National Foster Care Month and Adult Abuse Awareness Month</i>
Old Business	<ul style="list-style-type: none"> Foster Care Holiday Giving Community Partner Awards Social Services Annual Report 	<ul style="list-style-type: none"> <i>Ms. Dopkowski thanked the local businesses and Advisory Board members for their assistance with Holiday Gift Distribution for 2014.</i> <i>Ms. Dopkowski presented the nominations from WDSS staff members for the Community Partner awards. Ms. Tagnesi motioned to recognize all nominees for the Community Partner Award for 2015. Mr. Taylor seconded the motion to recognize all nominees for the Community Partner Award for 2015. Discussion ensued regarding whether to recognize all nominees or only specific ones. Ms. Shipp motioned to recognize just one nominee for the Community Partner Award for 2015; Mr. Marshall seconded the motion. Ms. Shipp withdrew her motion to recognize just one nominee for the Community Partner Award for 2015. The motion to recognize all nominees for the Community Partner Award passed 5 to 3.</i> <i>Ms. Coco reviewed the 2014 Annual Report.</i>
New Business	<ul style="list-style-type: none"> Child Welfare & Substance Abuse Update Client Navigator 	<ul style="list-style-type: none"> <i>Ms. Dopkowski updated the Advisory Board on current efforts in the community to combat substance abuse and the associated child welfare issues.</i> <i>Ms. Coco informed the Board about the volunteer Client Navigator who works in the lobby a few days per week to assist clients with common social services related questions.</i>

Minutes
Winchester Department of Social Services
Advisory Board Meeting
Thursday, January 22, 2015

Item	Discussion	Action
Date and Location of Next Meeting/Adjournment	<ul style="list-style-type: none">• The next Social Service Advisory Board meeting will be Thursday, March 26, 2015, 4:00 pm in the DSS Board Room.	<ul style="list-style-type: none">• Ms. Tagnesi motioned to adjourn the meeting at 5:25 pm. Ms. Freeman seconded; the motion passed unanimously.


Signature


Date

Attachments: Winchester Department of Social Services Advisory Board Meeting January 22, 2015 Presentation
Community Partner Award Nominees

Winchester Department of Social Services Advisory Board Meeting January 22, 2015

People helping people triumph over poverty, abuse and neglect to shape strong futures for themselves, their families and communities.



Announcements

- Annual Advisory Board Training March 2015 Meeting
- Insight Academy at Social Services March 19th at 6:30pm

Management Team Report

- Family Services Team & Child Protective Services Team—Sarah Wingfield
- Benefit Programs Team—Cindy Cooper & Vicki Whitmore
- Self-Sufficiency Team—Georjean Coco
- Administration Team—Nancy Valentine

Social Services Staffing Report

- PT Human Services Assistant—Candidate selected
- PT Office Associate—Heather Hicks (1/26/15)
- Family Service Specialist—Erin Santana (1/28/15)

Special Accounts

- Social Services Food Pantry- \$42.25 balance (cash and grocery cards)
- Social Services Heater Fund—\$49.94 fund balance; 25 heaters available
- McCrory Fund—\$198,271.48

Board Activities

- Public Relations Committee
 - February is Benefit Program Specialist Appreciation Month
 - Upcoming:
 - March 2015—Social Work Appreciation Month
 - April 2015—Child Abuse and Neglect Awareness
 - May 2015—National Foster Care Month

Old Business

- Foster Care Holiday Giving
- Community Partner Award Nominations—Amber Dopkowski

Holiday Giving Thank you!

- Timbrook Food and Toy Drive
- First Baptist Church
- First Bank
- Fraternal Order of Police
- Elks
- Shentel
- Froggie's Closet
- Posh Pets
- Piccadilly Brew

Annual Report

Fiscal Year 2014

SNAP - Supplemental Nutrition Assistance Program

Supplements the food budgets of low income households to help assure needy persons a nutritionally adequate diet. Eligibility is determined by financial need and household size. Benefits are issued through Electronic Benefit Transfer.

Funding: 100% Federal

	FY13	FY14	FY15
Applications	1,483	1,505	1,503
Unsubsidized Management Costs	7,681	7,903	7,143
Unsubsidized	17.0M	17.1M	16.3M

TANF - Temporary Assistance to Needy Families

Provides time-limited financial assistance and employment related services to enable families with children to become self-supporting and promotes economic independence through participation in the VIEW Program.

Funding:
100% Federal Applications

	FY13	FY14	FY15
Applications	1,483	1,505	1,503
Unsubsidized Management Costs	7,681	7,903	7,143
Unsubsidized	17.0M	17.1M	16.3M

VIEW - Virginia Initiative Employment Not Welfare

Offers employment-related activities, education, training and needed support services to TANF recipients while providing the opportunity to achieve economic independence, opportunities and work skills necessary for self-sufficiency.

Funding:
• 15.5% Local • 62.5% State • 22% Federal

	FY13	FY14	FY15
Applications	1,483	1,505	1,503
Unsubsidized Management Costs	7,681	7,903	7,143
Unsubsidized	17.0M	17.1M	16.3M

General Relief

Designed to provide emergency assistance that cannot be provided through other means (optional local program). In Winchester, this program provides burial assistance to families in need.

	FY14	FY15	FY16
Burial Assistance	0	0	0
	\$0.00	\$0.00	\$0.00

Funding:
100% Local

Medicaid

Makes direct payments to health care service providers for eligible individuals and families who are unable to pay for needed medical services. Medicaid pays for a variety of medical services, including prescription drugs, doctor visits, nursing facility care and hospital care.

	FY14	FY15	FY16
Medicaid	1,277	1,277	1,277
Medicaid	6,083	6,083	6,083
Medicaid	124,244	124,244	124,244

Funding:
43% State
58% Federal

Energy Assistance

Assists low-income households in meeting their immediate home energy needs.

Fuel Assistance purchases home heating fuel.

Crisis Assistance assists with an emergency heating need; and

Cooling Assistance assists with payment to operate or repair/replace cooling equipment.

	FY14	FY15	FY16
Fuel	100	100	100
Cooling	30	30	30
Total Expenditures	\$130.00	\$130.00	\$130.00

Funding:
100% Federal

Adult Services

Provides services to adults with disabilities 18 years of age or older and to adults age 60 years or older. These services are designed to assist the adult in remaining in the least restrictive setting and functioning as independently as possible, to establish or strengthen appropriate family and social support systems and to support the adult in self-determination. Services may also be arranged for individuals in emergency situations who lack the capacity to consent to services.

	FY14	FY15	FY16
Adult Protective Services	10	10	10
Emergency Care	10	10	10
Emergency Care	84,331	84,331	84,331
Emergency Care	10	10	10
Emergency Care	10	10	10
Emergency Care	10	10	10
Emergency Care	10	10	10
Emergency Care	10	10	10
Emergency Care	10	10	10
Emergency Care	10	10	10

Funding:
10% Local - 80% State

MAY -
Child Abuse Prevention Month

Child Care Services

Provides funding to enhance the quality, affordability, and supply of child care available to families. Child care programs are child-centered, family-focused services that support the family goals of economic self-sufficiency and child development by providing substitute parental care, protection, guidance and early childhood education.

	FY14	FY15	FY16
Child Care	100	100	100
Child Care	100	100	100
Child Care	100	100	100
Child Care	100	100	100
Child Care	100	100	100
Child Care	100	100	100
Child Care	100	100	100
Child Care	100	100	100
Child Care	100	100	100
Child Care	100	100	100

Funding:
100% Federal

Child Protective Services (CPS)

Investigates reports of child abuse and neglect. Provides services to treat and prevent abuse and neglect.

	FY14	FY15	FY16
Child Protective Services	100	100	100
Child Protective Services	100	100	100
Child Protective Services	100	100	100
Child Protective Services	100	100	100
Child Protective Services	100	100	100
Child Protective Services	100	100	100
Child Protective Services	100	100	100
Child Protective Services	100	100	100
Child Protective Services	100	100	100
Child Protective Services	100	100	100

- APRIL -
Child Abuse Prevention Month

Comprehensive Services Act (CSA)

Provides for the pooling of eight specific funding streams used to purchase services for high-risk youth (1993 Virginia Law).

These funds are returned to the localities with a required state/local match and are managed by local interagency teams.

The purpose of the act is to provide high quality, child centered, family focused, cost effective, community-based services to high-risk youth and their families.

Funding:
43% Local
57% State

	FY14	FY15	FY16
Children's Social Services	55	72	97
Adoptive Services	11,704,150	8,155,295	8,116,950

Adoption Services/ Foster Care

Adoption Services provide services and registries to bring together children and families for permanent placements. Winchester Social Services supports several adoption initiatives and issues that include recruiting prospective families, conducting home studies, partnering with the media to feature waiting children, and offering financial assistance and other services that provide stability for adoptive families.

Foster Care Services provide services to children and families when circumstances require the child to be removed from their home. Foster Care provides a safe and stable environment for children and older youth until the issues that made placement outside the home necessary are resolved. When a child cannot return home, another home is found.

Funding (Adoption & Foster Care):
90% State • 10% Federal

	FY14	FY15	FY16
Adoption	5	2	2
Adoptive Services & Foster Care	14,110,107	8,455,118	8,964,159
Foster Care	75	12	12

New Business

- Child Welfare and Parental Substance Abuse Update—Amber Dopkowski
- Client Navigator—Georjean Coco

Child Welfare and Parental Substance Abuse

- Addiction Action Committee
 - Outreach—<http://roadtorecovery.info>
 - Funding—Casey Foundation
 - Best Practices—Leadership Summit November 18th
- Northwestern Community Services—targeted case management services, partnership with Valley Health and local departments of social services
- Maternal Substance Use and Substance Exposed Infant State Workgroup
- Drug Screening Protocols
- Medication Drop Off—Timbrook
- Families on the Road to Recovery—Support Group

Client Navigator



Next Meeting

Winchester Social Services Advisory Board

March 26, 2015, 4pm

Winchester Social Services
24 Baker Street
Winchester, VA 22601
Boardroom



Department of Social Services
24 Baker Street
Winchester, VA 22601

Telephone: (540) 662-3807
General FAX: (540) 662-3279
Benefits FAX: (540) 662-3054
Website: www.winchesterva.gov

Advisory Board Community Partner Award Nomination Form

The Community Partner Award is the Winchester Department of Social Services Advisory Board's yearly recognition of an individual, group, organization or agency for their community service and collaboration with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester.

Name of Nominee (Individual, Organization, or Agency):

Ricky L. Timbrook Children's Outreach Fund and Food Drive

Nominee's Address:

C/o Winchester Police Department 231 E. Piccadilly St., Winchester VA 22601

Nominated by: Georjean Coco

Date: December 15, 2014

Specific Examples of ways this Nominee has collaborated with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester:

The Ricky L. Timbrook Children's Outreach Fund, was established on November 01, 1999, just a few days after Winchester Police Sergeant Timbrook was slain in the line of duty. The Ricky L. Timbrook Children's Outreach Fund was established by Sergeant Timbrook's wife, Kelly, to help disadvantaged children in the community to obtain such items as clothing, school supplies and toys. The thought behind the establishment of The Ricky L. Timbrook Children's Outreach Fund was to continue the generous spirit of giving that Sergeant Timbrook shared with many of the children in our community. Throughout his career, it was not uncommon for Sergeant Timbrook to purchase items for disadvantaged children using his personal money. It has been 15 years since Sergeant Timbrook's lost his life in the line of duty, yet his enduring spirit continues to make a difference in our community that he protected. Each year, The Ricky L. Timbrook Children's Outreach Fund contributes funds to The Ricky L. Timbrook Food Drive, which is done during the Christmas holiday season. Since 2009, has partnered with Winchester Social Services to provide food and toys for families in need. This year, the Ricky L. Timbrook Children's Outreach Fund helped to provide food and toys for 35 Winchester families which included 94 children.

Nominations should be delivered to Amber Dopkowski by January 9, 2015.

"Mission: To be a financially sound City providing top quality municipal services while focusing on the customer and engaging our community."



Department of Social Services
24 Baker Street
Winchester, VA 22601

Telephone: (540) 662-3807
General FAX: (540) 662-3279
Benefits FAX: (540) 662-3054
Website: www.winchesterva.gov

Advisory Board Community Partner Award Nomination Form

The Community Partner Award is the Winchester Department of Social Services Advisory Board's yearly recognition of an individual, group, organization or agency for their community service and collaboration with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester.

Name of Nominee (Individual, Organization, or Agency):

Timbrook Fund

Nominee's Address:

Winchester Police Department, 231 East Piccadilly Street, Suite 301, Winchester, VA 22601

Nominated by: Michael Ellis Date: January 12, 2015

Specific Examples of ways this Nominee has collaborated with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester:

This organized fund has always provided for needs to families and children in our community. Most recently the Fund was used to provide an eye doctor appointment and prescription glasses to a child that needed these accommodations for school and could not get their previous prescription renewed because Medicaid only renews prescriptions once every 2 years. The child had lost their glasses and could not get new ones as the cost was \$150.00. The Timbrook Fund filled this need promptly and the child now has a brand new pair of glasses for school. This fund has been used for numerous clothing items and various family needs in the past to help support our area families.

Nominations should be delivered to Amber Dopkowski by January 9, 2015.

"Mission: To be a financially sound City providing top quality municipal services while focusing on the customer and engaging our community."



Department of Social Services
24 Baker Street
Winchester, VA 22601

Telephone: (540) 662-3807
General FAX: (540) 662-3279
Benefits FAX: (540) 662-3054
Website: www.winchesterva.gov

Advisory Board Community Partner Award Nomination Form

The Community Partner Award is the Winchester Department of Social Services Advisory Board's yearly recognition of an individual, group, organization or agency for their community service and collaboration with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester.

Name of Nominee (Individual, Organization, or Agency):

Posh Pets

Nominee's Address:

16 S. Loudoun Street, Winchester, VA 22601

540-722-7213

Nominated by: Erica Penn

Date: January 8, 2014

Specific Examples of ways this Nominee has collaborated with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester:

For the past several years, Posh Pets has donated toy-filled Christmas stockings to children involved with social services. Every year the stockings appear to get better and better. This year not only were they filled with fun toys, candy, and other items, but many came with a large stuffed animal. Posh Pets is also very attentive to ensure that children of all ages receive age appropriate gifts. This is so helpful as many of our older youth do not receive as many gifts or donations as the younger children. This year they also donated an extra 7-8 stockings just to be sure all children had a stocking.

Nominations should be delivered to Amber Dopkowski by January 9, 2015.

"Mission: To be a financially sound City providing top quality municipal services while focusing on the customer and engaging our community."



Department of Social Services
24 Baker Street
Winchester, VA 22601

Telephone: (540) 662-3807
General FAX: (540) 662-3279
Benefits FAX: (540) 662-3054
Website: www.winchesterva.gov

Advisory Board Community Partner Award Nomination Form

The Community Partner Award is the Winchester Department of Social Services Advisory Board's yearly recognition of an individual, group, organization or agency for their community service and collaboration with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester.

Name of Nominee (Individual, Organization, or Agency):
Froggy's Closet

Nominee's Address:
41 South Loudoun St, Winchester, Virginia

Nominated by: Marisa Wilcom Date: 1/14/15

Specific Examples of ways this Nominee has collaborated with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester:

Froggy's Closet is a non-profit organization dedicated to serving the communities children with providing donated clothing, toys, books and shoes. Froggy's Closet has a prompt response in filling referrals even in emergency situations during non-business hours. This Department contacted Froggy's Closet for children that had been missed for other holiday lists and Froggy's Closet helped get all those children gifts, some very last minute. Froggy's Closet has helped with clothes and shoes for children displaced from their home in out of home safety plans. They have helped with a toddler bed for a family in need. Any request, they do their best to fulfill. Their commitment to the children of the City of Winchester and assistance to this Department has been invaluable.

Froggy's Closet doesn't view themselves as a charity but "an investment in our children."

Nominations should be delivered to Amber Dopkowski by January 9, 2015.

"Mission: To be a financially sound City providing top quality municipal services while focusing on the customer and engaging our community."



Department of Social Services
24 Baker Street
Winchester, VA 22601

Telephone: (540) 662-3807
General FAX: (540) 662-3279
Benefits FAX: (540) 662-3054
Website: www.winchesterva.gov

Advisory Board Community Partner Award Nomination Form

The Community Partner Award is the Winchester Department of Social Services Advisory Board's yearly recognition of an individual, group, organization or agency for their community service and collaboration with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester.

Name of Nominee (Individual, Organization, or Agency):

First Baptist Church (attn: Cheryl Jones)

Nominee's Address:

205 W. Piccadilly St.
22601

Nominated by: Kristen Snyder - Winchester Date: 1/15/15

DBS Foster Care

Specific Examples of ways this Nominee has collaborated with the Winchester Department of Social Services to improve the lives of the citizens of the City of Winchester:

The Church has supported the foster children in care of Winchester DSS by providing phenomenal Christmas gifts for many years now. The Church has consistently gone above & beyond to help the foster children have a Merry Christmas.

Nominations should be delivered to Amber Dopkowski by January 9, 2015.

Medication Disposal

Don't Trash or Flush Your Meds, Turn Them In

Turn in your unused or expired medication for safe disposal 24 hours a day, 7 days a week outside of the Timbrook Public Safety Center. These medications are taken with no questions asked. Your participation can help combat prescription drug abuse.

Visit: Roadtorecovery.info

231 East Piccadilly Street
Winchester, VA 22601

